

**UNOFFICIAL
AS OF 12/17/09**

**LIBRARY TRUSTEE
MINUTES**

December 16, 2009

PRESENT: Lisa Iodice (Chair), Jennifer Foley, Ruth Anne Biron, and Mike Lawler.
Also Present: Dianne Hathaway (Director).

Absent: Sue Plante, Scott Gross (Selectmen's Rep), Sara Santoro, Richard Chamberlin (Vice Chairman), Sally Booth (alternate) and Tess Marts (alternate).

Chairman Iodice called the meeting to order at 6:32 p.m.

PUBLIC COMMENTS

No comments were received.

APPROVAL OF MINUTES

*Mike Lawler motioned to approve the September and October 2009 minutes as amended, seconded by Lisa Iodice.
4-in favor, 0-opposed, 0-abstained. Motion Passed.*

*Mike Lawler motioned to approve the November 2009 minutes, seconded by Lisa Iodice.
3-in favor, 0-opposed, 1-abstained (Jennifer Foley). Motion Passed.*

TREASURER'S REPORT

Library received a matching \$100.00 donation in memory of Terry Naser from Bob Naser and family, to be spent on whatever is needed to "enhance the library." Dianne Hathaway decided to have the money spent on the Children's Room.

*Lisa Iodice motioned to accept matching \$100.00 donation in memory of Terry Naser, seconded by Jennifer Foley.
4-in favor, 0-opposed, 0-abstained. Motion Passed.*

Dianne Hathaway informed the Trustees that the Budget Committee cut \$650,000 from the bottom line of the library budget. The Budget Committee did not have any questions for the Library this budget season.

The Trustees questioned overspending on maintenance charge line and electricity. Dianne Hathaway explained the reason for this to the Trustees.

The Trustees requested that the library spend more money in the computer and programming line before the end of the month. The Trustees want Dianne Hathaway to look into the possibility of replacing older PCs with money left in the budget from this year. The library wants to get a pass this year to Water Country for the Summer Reading Program as it will fit with the reading theme of water. Trustees recommend allocating funds from lines not yet expended to fill priorities. Money will be encumbered.

The library has some money left in the budget that will get used with last minute purchases.

The AC that is being replaced has already been replaced since Dianne Hathaway began working at the library. She is working with Dan Roberge to maintain the AC longer by creating better outdoor protection.

The library is still spending Finlay money.

DIRECTOR'S REPORT

Meetings and Other Highlights—Weekly Rotary meetings; monthly town department head meeting (cancelled); Budget Committee deliberations; chaired GMILCS executive and board meetings; met with Jen Foley regarding mission oversight; proctored an aptitude test; volunteered at the annual Pie Auction with the Friends; made arrangements for annual appreciation breakfast; phone discussion with Michael York, State Librarian, on GMILCS business; mentored two colleagues regarding performance review questions; attended Lyris Public Library Symposium in Sturbridge; helped with *Polar Express*. Currently serving on GMILCS executive board as the consortium president, NHLA conference committee as vendor liaison, NELA conference programming committee, GMILCS Membership Group.

Building—2nd floor A/C unit will be replaced by different vendor at an increased cost; work to be done before Christmas. Dave Roberge aggressively cleaning furnace room and working with efficiencies for all furnaces (meaning, he is forcing us to make decisions about what to send to the dump!).

GMILCS—Meets on December 17 at the Hooksett Public Library.

November statistics—cardholders are up 45%, reference transactions are up 34 ½ %, museum passes are up 67% (due to the economy), total programming is up 12.73%, while total attendance is up 4%, and ILL rebounded and is up 11%. Jen Foley asked why the unfilled requests are high, Dianne Hathaway attributed it to library budgets overall being cut and there are less new books to circulate. Downloadable audio is still not being used as much as the library would like. Michael York was trying to download audio from GPL and nothing he wanted was available, there is not enough content.

Staff—I will use the rest of my vacation time December 18-31; I will be available via email and telephone. Staff and I will begin working on updating and rewriting job descriptions in January. New staffing schedule begins January 4th; I will work one in three Saturdays like the rest of the staff. Nine of us will be attending ALA exhibits on January 16!

Outreach with Sandy Whipple:

Programs: Book discussion-8 attendees, Game Day (filling in for Denise Schaff) - 6 attendees
Professional Development: Webinar with Newsbank, GMILCS Refnet Group Meeting

Outreach: Pie Auction
Staff Development: Girls at Work

Friends of the Library—No meeting planned. Next fundraiser is book sale in June. They made about \$700 from the Pie Auction. They were short about six pies from last year. It builds good community spirit and is a lot fun.

Articles of Interest and Education – Included in packet.

Trustees would like Dianne Hathaway to look into getting a carbon monoxide detector in the furnace room. Dan Roberge recommended that two pine trees on the side of the building should be removed to increase solar energy in the building.

Dianne Hathaway will continue to monitor the usage of NH Downloadable Audios to see if it is worth the money to the library. The library may want to add this audio service into a survey. Trustees discussed the pros and cons of the audio system. There is no way to truly monitor the usage of the money being used on the audio system. The Trustees mentioned that it does not seem cost-effective. The library will decide next year as to whether to end this service or to keep it. Kindles and Sony e-readers may be a service people would rather have and the books are cheaper than the audio system.

Sandy Whipple and Dianne Hathaway were filmed for the Moore Center, to speak about what makes GPL such a progressive place.

Staff dynamics have improved greatly this year. Denise Schaff comes back on December 21st.

Paul Nelson e-mailed Dianne Hathaway and wants permission to reproduce page 38 of the library's Building Program Report to be published in the American Library Association magazine.

Thursday, December 17th edition of The Goffstown News, Dianne Hathaway's column informs residents about what the Finlay money has been spent on at the library.

COMMITTEE REPORTS

Committee names have changed. New names are as follows. Dianne Hathaway will have new committee names in future agendas. Each Committee to have one priority to accomplish in 2010.

Administrative/Finance—Informal survey 2010, met with Dianne Hathaway. Grant writing research. Look into getting a building committee formed in 2010.

Human Resources—Dianne Hathaway's review is completed. Sue Plante volunteered to replace Ruth Anne Biron on personnel in March. Compensated lunch breaks (Lisa Iodice, tabled). Vote on merit in Feb 2010.

Planning and Communication.—Sara Santoro and Jennifer Foley: need to create spring/summer interim policy for patron use. Begin Trustee presence at Selectman and Budget Committee meetings.

OLD BUSINESS

Merit discussion will continue and vote in February. Sue Desruisseaux is coming to talk about compensation at the January 20th meeting. Linda Moody may also attend.

NEW BUSINESS

Town Clerk called to verify which board members were up for re-election. Filing dates, 1/20 to 1/29.

ADJOURNMENT

Mike Lawler moved, seconded by Ruth Anne Biron to adjourn the meeting at 8:30 p.m. So voted.

Next Meeting – Wednesday, January 20, 2009 at 6:30 p.m.

Respectfully submitted,

Jessica D'Avanza

Subject to approval by the Trustees.